

BAY AREA AIR QUALITY MANAGEMENT DISTRICT, SUPPLEMENTAL APPLICATION

AIR QUALITY PROGRAM MANAGER (COMMUNITY OUTREACH MANAGER) OUTREACH AND INCENTIVES DIVISION

OPEN: March 29, 2006

CLOSE: April 24, 2006

Individuals who apply for this position must respond to each of the following questions and return their responses to the Human Resources Office along with their official BAAQMD application no later than the time and date specified in the vacancy announcement. The responses to the supplemental application questions will be used in accordance to the procedures indicated under the Selection Process in the vacancy announcement.

Instructions: You must respond to all of the following questions to be considered for this position. Your responses are limited to one 8½" x 11" page per question. Your responses may be typed or legibly handwritten. Also, identify each response by number indicated. Do not combine your responses, or reference your application, resume, or any other requested documentation that you have included with your application packet to answer a question.

Please be advised that the information you provide will be evaluated **as is**. Incomplete, vague or unclear responses and illegible applications will likely receive lower ratings. Therefore, it is very important to provide a concise, organized, and easy to follow response to each question.

1. Please describe your experience in developing and administering environmental programs and contracts. Include in your answer the organization where you gained your experience, your role in the organization, your job title, length of time in years/months, and a brief but complete description of **your** duties and responsibilities. Include any experience dealing with federal, state, or local laws or regulations that affect community interests including, but not limited to Title VI.
2. Based on your response to question #1, describe your lead and supervisory experience related to these programs and contracts. List the positions you led and supervised. Provide detailed examples that illustrate your lead and supervisory duties and skills, such as reviewing work, conducting performance evaluations, determining contract compliance and evaluating performance standards, etc. You must also indicate how many years you performed this function.
3. Please select **one** example of a situation in which you, on behalf of your organization, made a public presentation, which required you to interpret the organization's policies/ proposals. Please describe the target audience and climate (i.e. hostile), your purpose and goal in making the presentation, the policy or proposal presented, your role in developing that policy or proposal, your level of authority to speak on behalf of your organization, and the major challenges you encountered and how you effectively address them.
4. Please describe your experience working with Community groups involved in environmental or social issues. Include the names of the specific groups, your role in that organization or in working with the organization, your accomplishments including any outreach efforts related to furthering a partnership or enhancing a working relationship between your organization and the community.
5. Please describe your education and training that have prepared you for this position.

Please return this signed form attached to your responses.

I certify that the information provided on all application materials is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment.

SIGNATURE: _____

DATE: _____